

*Since the Second Vatican Council we have reclaimed our appreciation of all ministry as rooted in response to a shared baptismal call. More recently, our church has entered a time of new purpose where the work of evangelization is everyone's responsibility. In speaking of pastoral leadership today, Pope Benedict explained that while in the past, cooperation was sufficient, today effective leaders must collaborate and exercise co-responsibility in the work of the church.*

*Canon law gives the diocesan bishop authority to designate a qualified person to lead a parish community when a resident pastor is not available. This emphasizes a team-based approach to leadership in parishes that will encourage more involvement on the part of all Catholics. Such leadership continues to build upon the strengths of our priests who supervise, preside in sacramental worship and provide pastoral care. These priests will now be joined by gifted people—religious, deacon or lay, who will serve in co-responsibility as administrators for our parishes.*

*There have been many parishes led by lay people, women religious and deacons in dioceses across the country already. Several parishes have been led by pastoral administrators in this Diocese over the last two decades. Ultimately the pastoral administrator is responsible to the diocesan bishop. I am greatly encouraged by the gifts and dedication of these leaders, and I look forward to sharing this commission with them.*

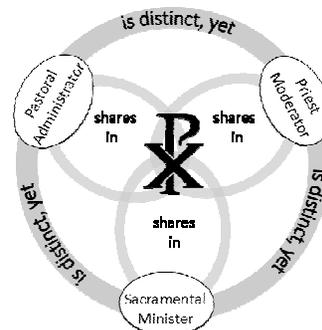
Bishop Richard J. Malone — June 2013

### **What is a Pastoral Administrator?**

The pastoral administrator is a professional minister sent by the diocesan bishop with the responsibility of leading a parish community without a resident pastor. The primary relationships of the pastoral administrator are with the priest moderator, sacramental minister, staff, and the councils of the parish.

A resident pastor provides leadership for a parish community through his pastoral ministry and liturgical presidency as called for in the Vatican II documents and church law. In this new parish staffing model, there are three ministry positions working collaboratively.

- **The pastoral administrator** provides overall pastoral and organizational leadership for a parish community without a resident pastor, and to encourage the people of the parish community to carry out the mission of the Church.
- **The sacramental minister** provides for the liturgical and sacramental needs of the parish community.
- **The priest moderator** provides supervision and support to the Pastoral Administrator as outlined in Canon 517 §2.



### **What does a pastoral administrator do?**

The pastoral administrator assists the parish community as it articulates its vision and discerns its needs. The pastoral administrator ensures that the ministries of Word, worship, service and community are all functioning well. The pastoral administrator represents the parish at diocesan and vicariate meetings.

### **What are the qualifications for a pastoral administrator?**

The pastoral administrator is a person of vibrant Catholic faith in good standing with a graduate degree in theology or pastoral ministry and who has completed the diocesan Orientation to Parish Pastoral Administration. A pastoral administrator has had experience in church ministry and pastoral administration. This person is mature, with strong interpersonal skills and possesses good leadership, organizational and planning skills. The pastoral administrator is a prayerful person who is committed to building community and can relate to people at key moments in their lives.

### **Who is in charge of the parish?**

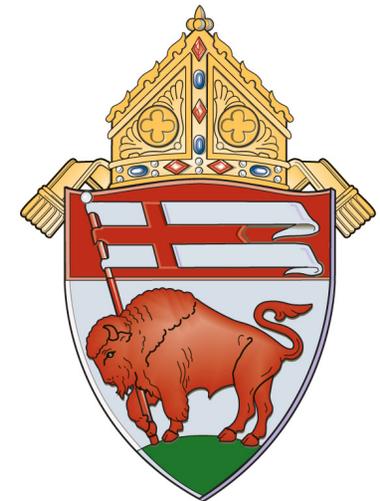
The pastoral administrator is in charge of the parish. The pastoral administrator is accountable to the diocesan bishop through the priest moderator and works collaboratively with the sacramental ministers, and parish staff. The activity of parish pastoral administrators in the diocese will be coordinated by the Diocesan Board for Pastoral Administrators, through the Office for Parish Life and supported by all the offices and agencies of the diocese.

### **Canon 517 §2**

*"If the diocesan bishop should decide that, due to a dearth of priests, a participation in the exercise of the pastoral care of a parish is to be entrusted to a deacon or to some other person who is not a priest or to a community of persons, he is to appoint some priest endowed with the powers and faculties of a pastor to supervise the pastoral care."*

# DIOCESE OF BUFFALO

## *Ministry of Pastoral Administrators*



### **Will the sacramental minister be available at the parish?**

The sacramental minister is a priest, sometimes joined by a deacon, who will be available for pastoral care as well as sacramental ministry.

### **If we have fewer priests, why do we get a sacramental minister?**

A priest can serve as a sacramental minister who has other responsibilities elsewhere. Given his health or age, a particular priest may be better suited for part-time ministry. He may not want to be a pastor because he does not want the administrative duties associated with a parish. A priest may want the freedom to pursue more fully the liturgical and pastoral life of his priesthood. Some parishes will also have deacons on the pastoral team.

### **What is being done about the need for more priests?**

It is the work of the entire church to encourage and form people for ministry as priests, consecrated religious, deacons, and lay ecclesial ministers. The bishop is doing his part in a variety of ways including: supporting a full time vocation director for the diocese, and speaking regularly on the need for more vocations.

### **Are we less a parish because we have received a pastoral administrator?**

No, you are not a second-class parish, but a full parish staffed with a pastoral administrator. Parishes with a vibrant faith community are actually the ideal situation for this collaborative approach to parish staffing.

### **What are the blessings of having a pastoral administrator?**

Pastoral administrators represent a new model of collaborative ministry which allows a parish access to the talents of many parish leaders. This leadership model promises unique opportunities for church service and ensures for parish vitality. This allows priests to focus their energies on those ministries for which they were ordained while providing a diversity of the talents essential for parish vitality.

#### **A pastoral administrator is one who:**

- Is appointed to provide both pastoral and organizational leadership for the faith community
- is a unifying presence for the parish
- invites all people of faith to carry out the mission of the church
- makes the daily decisions for the parish
- manages parish operations and finances

#### **A sacramental minister is one who:**

- is assigned to a particular parish to serve as the ordained minister for sacraments
- works collaboratively with the pastoral administrator
- is available for pastoral care

#### **A priest moderator is one who:**

- is appointed with the faculties of pastor to supervise pastoral care for a parish in accord with Canon 517 §2, through active support for the pastoral team
- is a direct representative of the bishop
- is corporate officer (secretary/treasurer) of the civil corporation

**For more information call:**

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